



**GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT.**

Subject:- Subjecting of Service Books to pre-check by the Accountant General before the preparation of pension cases of retiring government employees - a measure for speedy settlement of pension cases.

C I R C U L A R

The Accountant General (A&E), J&K in a meeting with the Financial Commissioner, Finance on 28.12.2012 expressed serious concern that the pension cases of the retiring government employees are submitted to his office without adhering to the prescribed schedule of submission these cases to his office. The pension cases are submitted only after or just few days before the date of retirement and that, too, incomplete in many respects. The incompleteness and irregularities particularly relating to fixation of pay pointed out by the Accountant General are also not attended to promptly, which entails lot of correspondence and hampers speedy and timely settlement of pension cases.

2. It may be recalled that vide Government Order No. 283-F of 2011 dated 13.12.2011 it was, *inter-alia*, ordered that before submitting pension papers to the office of Accountant General (A&E) of the retiring employees, it shall be obligatory for the DDOs to send Service Books and other allied records of the government employees retiring in the following year to the Accountant General's office Srinagar or Jammu for getting the 'Pay Verification Certificate' endorsed on the Service Book.

3. The Accountant General (A&E) has, however, pointed out that in spite of the instructions issued to impress Heads of Departments/DDOs to review and rectify the pay fixation well before superannuation to avoid loss to the State exchequer and to obviate delays in settlement of pension cases, the HODs/ DDOs do not follow the instructions and cases of wrong fixation of pay continue to be noticed by them at the time of authorizing retirement benefits. It has further been intimated that detection of over-fixation of pay and its recovery at the belated stage of authorizing pension not only impedes speedy and timely settlement of pension cases but also lead to avoidable court cases especially when the pensioners seek refuge under Article 242 of J&K CSRs thus dragging Accountant General and the State Government into unnecessary litigation.

4. The Accountant General (A&E) has further pointed out that the procedure laid down in Government Order No. 283-F of 2011 dated 13.12.2011 is not being followed by any of the departments, with the result the pension cases are sent to the office of the Accountant General (A&E) without recording of 'Pay Verification Certificate' and the office of Accountant General (A&E) is constrained to return back the pension cases of the government employees without the requisite Pay Verification Certificate.

5. In view of the above, it is requested that the Administrative Secretaries will issue express advisory to their HODs / DDOs to get the Service Books pre-checked for pay fixation and other entries recorded therein, from the office of Accountant General (A&E) before forwarding the pension cases of retiring government employees. The Service Books should be sent for pre-check to the office of Accountant General (A&E) at Srinagar or Jammu, as the case may be, one year in advance of the date of retirement of the government employees to his office. The DDOs shall effect recovery of overpayments, if any, and rectify errors and omissions pointed out by the Accountant General's office before forwarding the pension cases to the Audit Office. Special Pay Verification Cell is already functional in the office of the Accountant General (A&E) to undertake the check of Service Book entries. No pension case of the retiring employees, who are likely to retire within next one year, shall be entertained by the office of the Accountant General (A&E) without 'Pay Verification Certificate' recorded on the Service Book of the concerned employee by that office.

Sd/-
(Iqbal Khandey)
Financial Commissioner,
Finance Department.

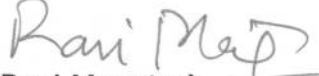
NO: DGAT/PS/DR/22

Dated : 03 .01.2013.

Copy to the :-

1. All Administrative Secretaries to the Government.
2. Principal Resident Commissioner, Government of J&K, 5- Prithvi Raj Road , New Delhi.
3. Principal Chief Conservator of Forest, J&K.
4. Principal Accountant General (Audit) , J&K Jammu.
5. Accountant General , (A&E) J&K, Jammu.
6. Divisional Commissioner Kashmir /Jammu.
7. Director / Ex-officio Secretary to Government SKIMS, Soura Srinagar.
8. All Chief Engineers.
9. All Head of Departments.
10. Director, Information Department for according wide publicity to the Circular instructions.
11. Director Resources & Institutional Finances / Codes / Budget, Finance Department.

12. Director, J&K Funds Organisation.
13. Director, Audit & Inspections, Finance Department.
14. Director, Local Fund Audit & Pensions, Finance Department.
15. Joint Director, Accounts & Treasuries Kashmir/ Jammu.
16. All Directors Finance / Financial Advisors & Chief Accounts officers.
17. Deputy Director (Resources)/ CAO, Finance Department.
18. OSD to Minister for Finance & Ladakh Affairs for information of the Hon'ble Minister.
19. PPS to Financial Commissioner, Finance for kind information of the Financial Commissioner.
20. All Chief Accounts Officers / Accounts Officers working in the provincial offices of Kashmir/Jammu.
21. All Treasury officers.


(Ravi Magotra) 03/01
Director General,
Accounts & Treasuries,
Finance Department.